

D. CRIMINAL RECORDS CHECK

Have you ever been convicted of an offense under a federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted or for which a pardon had been granted but was subsequently revoked?

- Yes No

If yes, please provide particulars, including the date(s) of the offense(s) in question.

NB. Any offer of employment will be subject to confirmation of the above information through a current check of your criminal record through the *Canadian Police Information Computer (CPIC) System*.
(See *Appendix II* for additional information.)

E. ACADEMIC EDUCATION

a) **Secondary School**

- Grade 12 School/City _____
 Grade 13 (OAC) School/City _____
 Other _____ School/City _____

b) **Post Secondary**

Degree/Diploma	Specialization	Institution	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

F. ONTARIO TEACHING CERTIFICATION

- Certificate of Registration (Ontario College of Teachers) Registration Number _____
- Certificate of Qualification (Ontario College of Teachers) Faculty of Education _____ Year _____
- Other (Specify) _____ Date of Issue _____

Basic Qualifications Primary Junior Intermediate Senior

G. ADDITIONAL QUALIFICATIONS

French Second Language	Part(s) _____	Religious Education	Part(s) _____
Special Education	Part(s) _____	Other _____	Part(s) _____
Other _____	Part(s) _____	Other _____	Part(s) _____

H. TEACHING QUALIFICATIONS OUTSIDE ONTARIO

<i>Province or Country</i>	<i>Type</i>	<i>Number</i>	<i>Year</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I. TEACHING EXPERIENCE

<i>School</i>	<i>Location</i>	<i>Year</i>	<i>Grade</i>	<i>Superintendent</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

J. TEACHING PREFERENCE

What level do you prefer to teach? Pr Jr Int Sr

What subjects at the secondary level? (If applicable) _____

In which municipality?

- | | | |
|------------------------------------|---|----------------------------------|
| <input type="checkbox"/> North Bay | <input type="checkbox"/> Callander | <input type="checkbox"/> Mattawa |
| <input type="checkbox"/> Powassan | <input type="checkbox"/> Sturgeon Falls | |

K. SIGNATURE

Your signature confirms that the information you provided in this application is accurate and that you have read and understand the document entitled **CRIMINAL RECORD CHECK (Appendix II)**. Also, it authorizes the Nipissing-Parry Sound Catholic District School Board to contact the persons provided in Section C of this application for the purpose of obtaining reference information including, but not limited to, information contained in your personnel file(s) relating to medical records, psychiatric records and violation of law records.

Date

Signature

MAIL COMPLETED APPLICATION FORM TO:

Human Resources
Nipissing-Parry Sound Catholic District School Board
1000 High Street
North Bay, ON
P1B 6S6
HumanResources@npsc.ca

OFFICE USE ONLY

DOCUMENTATION PROVIDED

The following documentation is required before an interview will be considered:

- Certificate of Registration (Ontario College of Teachers)
- Certificate of Qualification (Ontario College of Teachers) showing the following specific qualifications _____
- Faith Reference Portfolio (*Appendix I*)
- QECO Evaluation (Program 5), **if available**
- Proof of separate school support (*verified internally by the Board*)
- Pastoral reference (letter or optional Priest Reference Form, as attached)

Required if a position is offered:

- Criminal Records Check (CPIC)

- The application is **COMPLETE**.
- The application is **INCOMPLETE**. When calling for an interview, please insist that the missing documentation be provided at the interview. The interviewer must initial the appropriate box to confirm that the documentation is received.

FAITH REFERENCE FORM FOR TEACHER APPLICANTS

Name _____
Address _____
Phone _____

PERSONAL ASSESSMENT

1. I ASSURE THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD THAT I will strive to be a person of good moral character consistent with the expectations of the Catholic Church.

As a member of the Catholic teaching community

- i) I will provide religious instruction in the Catholic Faith using the curriculum approved by the school board and as requested by the principal.
- ii) I will seek to infuse gospel values across the curriculum.
- iii) I will influence and strengthen the spiritual growth of the students and act as an appropriate role model within the Catholic school community.

2. **MY CONTRIBUTION AND PARTICIPATION IN THE LIFE OF THE CATHOLIC COMMUNITY AND/OR THE PARISH INCLUDES**

3. **THIS INVOLVEMENT HAS CONTRIBUTED TO MY GROWTH IN FAITH BY**

4. I SEE MYSELF CONTINUING TO GROW IN MY FAITH LIFE AS A PROFESSIONAL EDUCATOR THROUGH

Candidate's Signature

Date

WITNESS

(Applicants must be known to the witness for at least two years. Acceptable witnesses include a priest, religious sister, deacon or chaplain.)

Name _____

Position/Parish _____

Address _____

Phone Number _____

I have known the applicant for _____ years.

Signature

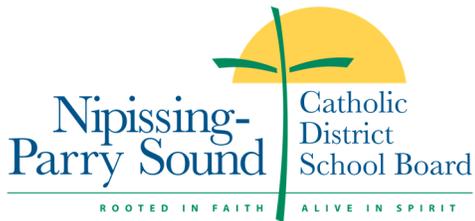
Date

FAITH REFERENCE FORM

REFLECTION PAPER

(Please respond to the following STATEMENT in 200–250 words, double spaced.)

WHY I WANT TO TEACH IN A CATHOLIC SCHOOL AND BELIEVE I WOULD BE AN ASSET IN THE CATHOLIC SCHOOL SYSTEM IN ONTARIO.



CRIMINAL RECORD CHECK

The following requirements apply to applications for full-time, part-time, temporary or occasional positions, including placement on a supply list.

REQUIREMENTS

In accordance with its policy entitled Prevention of Abuse and Protection of Students from Potential Abuse on Board Premises, the Nipissing-Parry Sound Catholic District School Board ("the Board") requires candidates applying for new employment with the Board, or existing employees applying for employment within a different bargaining unit, to disclose the details of any conviction(s) for offense(s) under any federal statute, including the Criminal Code of Canada and the Narcotics Control Act, for which a pardon has not been granted.

Any offer of employment is subject to confirmation of the above information through a current Criminal Record Check through the Canadian Police Information Computer (CPIC) System. Only Criminal Record Checks that are less than one year old shall be accepted. The applicant shall provide an original of the Criminal Record Check and shall be responsible for its cost.

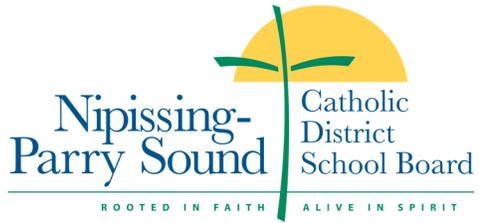
An offer of employment may be revoked if the individual refuses to consent to the check, or if the Board later discovers offenses on record which the individual did not disclose.

Any information obtained through a Criminal Record Check is confidential, and shall be accessible only by an interviewer, a senior administrator, the Manager of Human Resources and/or the successful candidate's immediate supervisor. The Criminal Record Check and the statement made pursuant to Section 3.1 of the policy shall be stored with a candidate's application or, in the case of a successful candidate, in the individual's personal file in the Personnel Office.

PROCEDURE

*To obtain a Criminal Record Check, simply contact the Police Department in the area where you reside. The **original** of the Criminal Record Check must be submitted to the Board before you commence employment.*

N.B. Only in an exceptional case will an employee be permitted to commence employment with the Board before the Board has received the Criminal Record Check. Before any such exception is made, a binding agreement shall be entered between the employee, any applicable representative of the employee, and the Director (or his or her designate) on behalf of the Board, ensuring that verification be provided without delay and preserving the Board's power to revoke the offer of employment.



PRIEST REFERENCE FORM

FOR

TEACHER APPLICANTS

**PRIEST REFERENCE FORM
FOR TEACHER APPLICANTS**

1. Priest Reference for:

Name of Teacher Applicant:

Address of Teacher Applicant:

2. Priest's Knowledge of the Candidate

(Check one or more of the following)

I have

on-going personal knowledge of the individual as a member of the parish

personal knowledge of the individual in the past

knowledge of the candidate's family

knowledge through a personal interview

other _____

3. Reference

You may wish to answer or comment on some or all of the following

a) The candidate participates in the sacramental life of the Church

regularly

occasionally

infrequently

not known to me

b) The candidate is involved in service: in the Church, in the broader community (e.g., Lector, Youth Group, Out of the Cold, Food Bank).

- yes
- no
- not known to me

c) The candidate comes from a Catholic background

- yes
- no
- not known to me

d) In my opinion the candidate possesses attitudes and dispositions which will serve Catholic education positively.

- yes
- no
- not known to me

e) The candidate appears to have an appreciation of teaching in a Catholic school as a vocation and ministry, not merely a job.

- yes
- no
- not known to me

4. Further comments if desired

Priest: _____ Address: _____

(Signature)

(Date)